

## **Neenah Public Library Board of Trustee Meeting Minutes – February 19, 2020**

### **Call to Order**

With Rickman in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Pat Rickman (president), Carol Codner, Merry Whipple, Lisa Hemes, Beth Irish, George Scherck, Nikki Winiecki, Randy Fieldhack, Tami Erickson (Aldermanic representative), and Jenn McMahon (Neenah Joint School District Representative). Member excused: and Angela Greselin.

Present also, Gretchen Raab, director, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

### **Minutes**

On motion of Fieldhack, seconded by Erickson, the Board approved the minutes of the Library Board meeting of January 15, 2020, with Whipple and Codner abstaining.

### **Statistical report**

Adult and youth book circulation is up, 4% and 6% respectively. Total physical circulation is down 1% over last January. Electronic circulations are up 11% over last January. Program attendance is up 14% over last year January.

### **Bills for consideration**

On motion of Fieldhack, seconded by Whipple, the Board unanimously approved payment of the February bills.

### **Director's Report**

Raab shared a patron request for a crosswalk on Wisconsin Avenue. The annual all-staff in-service was well-received by staff and guests from other library systems. Dr. Dipesh Navsaria spoke about the importance of early literacy. Nate Thomas, Fox Valley Technical College, spoke to staff about adapting to change.

### **Department reports**

#### **Circulation Services**

Baird reported that there will be three consecutive donation boxes in the coming months: Help for the Homeless, Movers for Moms, and Hope Chest.

#### **Youth Services Department**

Wulff shared a thank you from an area library regarding the help she gave with their picture book reorganization. Wulff presented at two library system summer reading program kick-offs about the library's play literacy areas.

#### **Adult and Technical Services Department**

Hardina-Wilhelm discussed the Technical Services remodel and the major shifting project in adult nonfiction.

### **Director's Evaluation**

The Finance and Personnel Committee will schedule a meeting with the director to be held in the next couple of weeks to consider the performance of the library director.

**Director's proposed goals**

On motion of Codner, seconded by Irish, the Board unanimously approved the Director's 2020 goals.

- 1) Continue reviewing Library Board policies and Library procedures.
- 2) Implement 2020 CIP projects – technical services and circulation services workspace remodel, new meeting room (first floor), building security updates.
- 3) Establish an online donation option for gifts to the Trust Fund and the Friends of the Library.
- 4) Study the advantages of/obstacles to eliminating overdue fines. Make a recommendation to the Board by the June 17, 2020 Library Board meeting (prior to 2021 budget preparation).

**Fine Free Libraries**

The Board discussed the benefits and challenges of dropping late fees/overdue fines. Director Raab shared that several libraries in Winnefox Library System reported that they were eliminating overdue fines and that other libraries' boards are considering the possibility. Fieldhack noted that research had not shown any significant negatives to eliminating overdue fines. Winiacki suggested the Board consider the Library's mission when making this decision. Rickman noted that reading proficiency is vital to a child's success and that the Library should remove barriers to access to library materials whenever possible. The Board showed interest in further exploring the elimination of overdue fines and directed Raab to continue to move in that direction.

**Department of Public Instruction Annual Report**

On motion of Whipple, seconded by Fieldhack, the Board unanimously approved the annual report and accepted the statement that the library system "Did provide effective leadership and adequately meet the needs of the library." The director will forward the annual report to Winnefox Library System.

**Active Shooter Training**

On motion of Irish, seconded by Whipple, the Board unanimously approved closing the library for three hours on a future date to be determined.

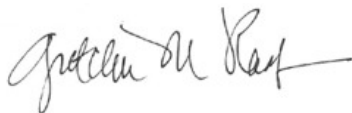
**Next regularly scheduled meeting**

Wednesday, March 18 at 4:00 p.m. in the Carpenter Room.

**Adjournment**

On motion of Fieldhack, seconded by Hemes, the library board adjourned at 5:23 p.m.

Respectfully submitted,



Gretchen Raab